

[Your Organization's Letterhead]

Date: [Date]

[Recipient's Name]
[Designation / Title]
[Organization Name]
[Address Line 1]
[City, State, ZIP Code]

Subject: **Invitation to be the Chief Guest at [Name of Award Ceremony]**

Dear [Recipient's Name],

On behalf of [Your Organization/Institution Name], it is our distinct honor to cordially invite you to grace the **[Name of Award Ceremony]** as the Chief Guest, to be held on **[Date]** at **[Venue]** commencing from **[Time]**.

The ceremony is organized to acknowledge and celebrate the exceptional achievements and contributions of individuals in the field of [mention field or sector, e.g., education, science, community service, etc.]. Your noteworthy leadership, outstanding accomplishments, and dedication to excellence make you an ideal role model, and your presence would add prestige and inspiration to our event.

As the Chief Guest, we would be privileged for you to deliver the keynote address and present awards to our esteemed recipients. Your valuable insights and words of encouragement will undoubtedly make the occasion even more memorable for all attendees.

We look forward to your positive response and would be deeply grateful if you could accept this invitation. Kindly confirm your availability at your earliest convenience. For further information or assistance, please contact [Contact Person's Name] at [Phone Number] or [Email Address].

We will be honored by your esteemed presence.

Sincerely,
[Your Name]
[Your Designation]
[Organization Name]
[Contact Information]